10 September 1970

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Agency Microform Planning Comments

- 1. I feel it is Records Management's function to Administer the microform program. In turn we should be able to ask Printing Services Division for technical advice when necessary. The Records people should develop systems to be used and evaluate the effects on the present systems.
- 2. In the current file area our biggest problem is adding to the file, we have to have a better way to do the job.
- 3. PSD's is just looking at their side when "in the writer's opinion, there is no reason for further delay in dealing with the problem of storage of inactive files."
- 4. Each record series and non-record groups of files must be evaluated on its own merits. A microfilm survey should bring these records into focus.
- 5. I feel a great deal can be accomplished in the DDS at the time the SIPS Projects are completed. A great number of paper machine listings that go to the Records presently will be put on microfilm for storage at the Records Center thru the computer output microfilm method.
- 6. I feel as the COM method is developed in the Agency, many of the computer tapes that are stored in the Records Center can be microfilmed. At the time it is necessary to retrieve this information it could be processed back into the system through the optical character reading (OCR) method. Our computer "Experts" must, if they haven't already, start thinking of the records storage problem 25X1A

DDS Records Administration Officer

SECRET

GROUP 1
Excluded from automatic
domnrading and
design (Continue)

Approved For Release 2001/04/02: CIA-RDP74-00390R000100210001-9

OFFICIAL ROUTING SLIP TO NAME AND ADDRESS DATE INITIAL 1 Mr. 2 Printing Services Division 3 4 5 6 ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: Jim: I enjoyed your article very much and will do affi I can to help get it printed in the Support Bulletin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page Six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (over the Chief RAB 2 Oct. UNCLASSIFIED CONFIDENTIAL SECRE		UNCLASSIFIED		CONFIDEN		ND BO	SECRET	
Printing Services Division Printing Services Division ACTION APPROVAL APPROVAL COMMENT COMMENT CONCURRENCE INFORMATION I enjoyed your article very much and will do all I can to help get it printed in the Support Bulletin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (ove		· · · · · · · · · · · · · · · · · · ·				P	1	
Printing Services Division Printing Services Division ACTION ACTION APPROVAL APPROVAL COMMENT COMMENT CONCURRENCE INFORMATION DISPATCH RECOMMENDATION SIGNATURE RETURN CONCURRENCE INFORMATION SIGNATURE RETURN I enjoyed your article very much and will do all I can to help get it printed in the Support Bulletin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (ove		NAME AN	D 40	DBESS		TE	INITIAL	
Printing Services Division ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: Jim: I enjoyed your Exticle very much and will do aTT I can to help get it printed in the Support Bulletin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (ove		NAME AIR	_	DRESS		<u> </u>		
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: Jim: I enjoyed your article very much and will do affl I can to help get it printed in the Support Bulletin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (ove		Mr.					ļ	
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: Jim: I enjoyed your article very much and will do affl I can to help get it printed in the Support Bulletin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (ove	2	Printing S	ervi	ces Division				
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: Jim: I enjoyed your article very much and will do aff I can to help get it printed in the Support Bulletin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (ove	3				·			
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: Jim: I enjoyed your article very much and will do affl I can to help get it printed in the Support Bulletin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (ove	4							
ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: Jim: I enjoyed your article very much and will do affl I can to help get it printed in the Support Bulletin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (ove	5	·						
APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: Jim: I enjoyed your article very much and will do aff I can to help get it printed in the Support Builetin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (over the portion of the content of the conte	6							
COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: Jim: I enjoyed your article very much and will do all I can to help get it printed in the Support Builetin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (over the portion of the content o		ACTION		DIRECT REPLY	P	REPARE	REPLY	
Remarks: Jim: I enjoyed your article very much and will do affl I can to help get it printed in the Support Bulletin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (over the portion of the content of the cont							PENDATION	
Remarks: Jim: I enjoyed your article very much and will do affl I can to help get it printed in the Support Bulletin. I have gone through your draft as you requested and have made a few editing and samitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and should delight (over the portion of the entire article are interestingly presented and the p								
This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (ove D HERE TO RETURN TO SENDER ME. ADDRESS AND PHONE NO. DATE Chief RAB 2 Oct.	I	oim: enjoyed your a						
D HERE TO RETURN TO SENDER ME. ADDRESS AND PHONE NO. DATE Chief RAB 2 Oct.	I a B	enjoyed your and to he ulletin. I have gone equested and he anitization characted in the I also corn n your page six	tp gethick this the same at the attention of the attentio	et it printed rough your do nade a few ed s for overses tached rewrited a few fact This necessi	raft a liting as whi te: tual o	the S as you g and ich a error a re	Support	
Chief RAB 2 Oct.	Tab risir ooo o Tt	enjoyed your and to hele ulletin. I have gone equested and he anitization character in the flected in the first through the first through the only o which I must	the section of take	rough your drade a few ed a few factoris necessite sentences on rtion of the serious exclors of your	raft a liting as white: tual c tated page entin	the S as you g and ich a error a re six. re ar cle a	Support ou la	
Chief RAB 2 Oct.	Tab risir ooo o Tt	enjoyed your and to he ulletin. I have gone equested and he anitization character in the I also corn nour page six of the first the his is the only o which I must the other I nterestingly property of the property of the other I nterestingly property in the other I nterestingly property is the other I nterestingly property of the other I nterestingly property is the other I nterestingly property of the other I nter	the thing is a thing in the state of the sta	rough your dinade a few ed a few factoris necession of the serious excited and should be serious excited and should be serious and s	reft a liting as white. tual cated page enting ception artical	the same you are	Support ou la	
0.22.02 20.00	Tab risir ooo o Tt	enjoyed your and to hele ulletin. I have gone equested and he anitization character in the lasso corrected in the lasso corrected in your page six of the first the his is the only o which I must the other presentingly presented the presentingly presented in the last the other presented the last the other presented the last the last the last the last the other presented the last	thing of thing of the attention of the second of the secon	rough your do made a few ed a few factories necessition of the serious excitons of your nted and shout to return to	reft aliting as who was a ted page entired articles are articles articles are ar	the same you are	Support ou la	
	Tab risir ooo o Tt	enjoyed your and to hele ulletin. I have gone equested and he anitization character in the lass corn in your page six of the first the his is the only o which I must the other processingly processing	things at the cector point takes ortings at the cector point takes ortings and the cector point takes ortings and the cector takes ortings and takes ortings and the cector takes ortings and takes ortings are takes ortings and takes ortings are takes ortings are takes ortings and takes ortings are takes ortings and takes ortings are takes ortings and takes ortings are taken ortings	rough your de made a few ed a few factoris necessition of the escrious excitons of your nted and show to return to return to essand phone necessitions of your nted and show to return to return to return to return to return to resum to resum to resum to return to ret	reft aliting as who was a ted page entired articles are articles articles are ar	the same you are	Support ou are exrite cticle are out (over	

STATINTL

Approved For Release 2001/04/02: CIA-RDF74-00550R00010001-3

the publications editor. Good luck.call me if I can help.

I just received Mr. notes on histatinth his copy of "The Space Race" and I see he asks that on page one you clarify "OW" and "OM"; on page 5 in lines 1 and 5 about the "58 microfilm systems" he says "Not correct. Needs change to conform with what we told DDS;" and on page 6 lines 8 thru 13 which states it was determined that microfilming costs less than 6 years of storage, he says "I question this. I'm not convinced."

I understand that Mr. leaned you SWATINTL copy of the PPB evaluation in which they do not agree with your cost estimates. I would like to have those PPB comments back after you read them.

STATINTL

5 Oct 70 .

4 March 1970

Mr.

25)

Mr. Blake wrote about the 660 pieces of equipment costing seven million dollars for 58 microfilm systems. The DDS repeated that to the DCI. That is the broad brush of the status of our microforms. I see a little more in the Survey and the scope of our Microfilm Problems.

First I examined the report on Microfilm Equipment:

CAMERAS:

11 Rotary (PSD, NPIC, CRS, FI, RID, CABLE)
23 Planetary (PSD, NPIC, CRS, TSD, FI, RID)TATSPEC
18 Special (PSD, COMMO, NPIC, CRS, TSD, RID)

READERS:

57 READERS

(31 REEL, 19 FICHE, 7 AP-CARD)

321 WALNUT READERS

(182 ISSUED, 139 IN SUPPLY)

66 READER-PRINTERS

(52 REEL, 6 FICHE, 7 AP-CARD)

33 SPECIAL FILM PRINTERS

(12 PSD, 11 CRS, 9 RID, 1 NPIC)

5 MINICARD READERS

PROCESSING EQUIPMENT:

11 FROCESSORS (PSD, CRS, NPIC)
14 DUPLICATORS (PSD, NPIC, CRS, TSD, RID)
4 JACKET INSERTERS (NPIC, CRS, RID)
4 APERTURE CARD MOUNTERS
18 SPECIAL MINICARD EQT. (NPIC)

Although these totals are reported and charted in the Survey with a few inconsistencies (78 are not charted) and the Board members believe some components did not report, I feel the totals are reliable enough to provide an indication of the major areas of microfilm developments in the Agency. There are more than 35 components not on the charts — the Board members are double checking the microfilm status in those areas.

SECRET

SEGRET

For example, the Survey generally shows:

- a. Filming is done primarily by the Printing Services

 Division with 13 cameras while far to the rear
 come CRS, TSD, and RID (with 7 cameras each).

 They are followed by NPIC (6), FI (4), Cable Secretariat (2), Commo (1), and (1). Four more STATSPEC cameras are in Supply.
- b. Readers and Reader printers total 123 units and are found in 30 components. Naturally NPIC has 6 specialized minicard readers and DDP has 182 walnut card readers with another 139 available in Supply. Similarly the other specialized equipment is right where the experts are and reflect well entrenched systems in CRS and RID plus support ability in Printing Services.
- c. Likewise, Processing equipment for support or special systems is in Printing Services (4 units), NPIC (4), and CRS (2). The special systems in PSD, NPIC, CRS, TSD, and RID have equipment to help expedite the filing of the film after PSD processes it and includes duplicators, aperture mounters, and jacket inserters.

storage and retrieval devices in walnut and NPIC being large and expensive in every way (men, equipment, material, procedures, and maintenance). Since no one in the Agency can say anything to either one, there is no sense in our worrying about them. The remaining components are as normal as blue berry pie and use film, fiche, or apeture cards with simple equipment to convert and use the material.

Secondly I examined the 58 Systems reported. Again the charts and report were inconsistent but to no great degree. Without too much concern for details, my review found these areas of interest:

STORAGE REQUIREMENTS

TYPE MEDIA	VOLUME HQ	VOLUME REC. CTR.	ANNUAL GROWTH
Reels	8,000	26,000	962 183
Cartridge Fiche	1,000 17,000	150 1,800	13,000
Cells	700 4.4 Mill.	2.4 Mill.	78 485,000
Apeture Cards Chips	4.6 Mill.	30,000	172,000

SECRET

OUTPUT VOLUMES ANNUALLY

Hard Copy -- 529,000 pages
Microforms -- 160,000 cards, 21,000 fiche,
610 cartridges, 125 reels

SYSTEM OBJECTIVES

Save Space	Vital Records	Preserve File	Distribution Copies	Office Operations	Work Copies	Other
34	25	4	17	10	22	2

MICROFORM USE

42 User uses film of system

8 User receives film from others

23 User receives hard copy from film

In Annex B of Attachment 2 we find a 9-page review of the Survey by Printing Services. This touches all the system points and questions surveyed and presents them in the sequence of the original questionnaire:

Systems in Being
Status of Systems
Purpose of Systems
Reduction Ratios Used
Type of Microform Used
Type of Film Used
File System
Microfilm Production
File Sizes in Hq. and Storage
Annual Growth of File
Use of System
Annual Output of System

I find the Survey an excellent first cut at a ten-million-dollar Agency problem which I think will more than triple in five years. My staff of three professionals can handle it without any trouble, but then who will handle our twenty-million-dollar Agency records problems? That is why I have studied the Survey with interest but with no more worry than I give to nuclear warfare -- unless the policy makers care, I can't. I reproduced the report and gave it to each Board member and

Approved For Release 2001/04/02 : CIA-RDP74-00390R000100210001-3

the Records Center with instructions for each to check the accuracy 25X1A of his area of responsibility and to develop recommendations for DDS action. They are to respond to me by 23 March. If Mr. is assigned to the Board this area will be his for analysis.

25X1A

CIA Records Administration Officer